



### **MAINTENANCE POLICY ENCLOSED**

A few years ago, to clarify one's responsibility, the Board came up with a maintenance policy (see attached copy). You may also retrieve this document from the Association's website [www.eucalyptusgrove.org](http://www.eucalyptusgrove.org). Please take a minute to review. All owners are encouraged to get proper insurance in case something fails.

### **PACKAGES REPORTED MISSING**

The Board was recently told of an incident that included a woman in a white pickup following a UPS truck. Apparently, after the package was dropped off at a unit's front door, the woman, allegedly, took it and opened the package. If you see something like this situation, please call the Police and/or get the license plate of the vehicle. Thank you.

### **EUC TREES TREATED & FERTILIZED**

The Eucalyptus trees were recently treated and received fertilization to promote health to fight off diseases. Additionally, the Association does conduct periodic inspection of the trees and deal with issues as they come up. Furthermore, the goal is to replace trees as they are removed.

### **FINANCIAL STATEMENT AVAILABLE**

The annual review of the Association's books is now complete. It is essentially the same as the monthly report you receive and the annual budget form. If you would like a copy, please call the number below.

### **MOTORCYCLE PARKING REMINDER**

If you have a vehicle and a motorcycle, please do not try to squeeze the motorcycle at the front of the parking space and then park your vehicle in the same space. For safety reasons, please park your bike in the designated space. Thanks.

March 4, 2017

### **BALCONY SCUPPERS TO BE KEPT CLEAR**

Each balcony should have multiple scuppers (drain pipe for surface water to drain) to allow water to run off its surface. Please make sure these scuppers do not have leaves or debris causing them to clog up. You can clear them by poking a broom handle through them.

### **DEHUMIDIFIER SUGGESTED**

If you live on the ground floor, especially during the rainy season, you are strongly suggested to get at least one dehumidifier for your unit. The bottom floor units can get a musty smell due to the extra moisture in the air and in the ground. The dehumidifier will help extract moisture from the air.

### **SAUNA LIGHT BULB LOOSENEED**

Someone has been loosening the light bulb in the sauna to keep it dark. As a reminder, for safety purposes, it is important that the light works and should not be tampered. Thank you.

### **REPORT BURNT OUT LIGHT BULBS**

If you notice any common area light that is burnt out around the complex, please call or send an email to [JamesN@Bartlein.com](mailto:JamesN@Bartlein.com). For efficiency sake, please include all the specific details as to type and location. If able, please include a photo. Thank you.

### **NO DOGS ALLOWED OVER 25 LBS**

As a reminder, per the CC&R's, only one (1) dog is allowed per unit and no dogs are allowed in the complex weighing over 25 pounds...even visitor's dog. If you have a guest with an oversized dog, please ask your guest to leave the dog at home. Thank you.

**INSURANCE INFO FOR REFINANCE**

If you are refinancing your home loan, your lender may need to obtain an insurance dec page. You may call Timothy Cline Insurance Agency at 800-966-9566 and ask for Natalie.

**ALL EXTERIOR ALTERATIONS  
REQUIRE BOARD'S PRE-APPROVAL**

In order to keep things uniform, all exterior alterations (doors, windows, patio flooring, etc.) must have the Board's pre-approval. Otherwise, the Board will ask you to restore the altered item at your own cost or have it done and pass all related costs on to you. When in doubt, make your request known to the Board. To request for consideration, please email your request with specs, photos or plans to the Board, c/o Mgmt, at the address below. Please do so at least 7-10 days before a board meeting. Thanks.

**MAINTENANCE CONCERNS?  
CALL MANAGEMENT**

If you see a maintenance issue around the complex, please call 569-1121 #204 or send an email to [JamesN@Bartlein.com](mailto:JamesN@Bartlein.com). Exterior maintenance may not always be the Association's responsibility but please contact Property Mgr, James Nguyen, for clarification.

**ASSOCIATION TO REPAIR FAULTY  
PRESSURE REGULATOR AND  
BILL UNIT OWNER**

In order to prevent damage to the foundation, seepage to lower units, and wasting of water, the Association will be replacing a faulty (leaking or one that makes loud noise) pressure regulator if it is not dealt within a week or less after a notice is distributed to the unit. All related costs will be passed on to the unit owner.

**PLEASE CHECK FOR LATEST INFO  
ON ASSOCIATION WEBSITE**

The official website address for our Association is <http://EucalyptusGrove.org>. For your convenience, you can find important information and documents (CC&R's, By-Laws, Amendments, Guidelines, newsletters, agendas, minutes, notices, and other published correspondence) posted there. Many times the

minutes have more information than what is in the newsletters. It is essential that all owners & residents are aware of the rules and regulations. In addition, if you have tenants, you are responsible for making sure they receive copies & comply with the rules. Thank you.

**NEW INFORMATION NEEDED**

It is important that information is kept current to ensure that all appropriate parties receive newsletters, e-mail or special mailings, and for emergency purposes. Also, to help you in your dealings with lenders, the Association keeps track of the owners / tenants ratio. Thank you.

**PLEASE CALL FOR FASTER RESPONSE  
WITH MAINTENANCE ISSUES**

If you have a maintenance issue, please call Management rather than sending an email. You may dial 805-569-1121 #204. Thank you.

**BOARD MEETING SCHEDULED;  
AGENDA ENCLOSED;**

The next monthly Board Meeting is scheduled for **Thursday, March 9, 2017, at 6PM**, at 7610 Hollister Ave (Meeting Room). Unless otherwise notified, the board meetings are usually on the 2<sup>nd</sup> Thursday of the month. All owners are welcome. If you have a specific request for the Board to review, please put it in writing and send it at least 10 days before the meeting (to the address below). The agenda is sent, posted at the mailbox area and/or posted on the website at least 4 days before.

The Association requires current contact information from all owners. If you move, have a change in renters or contact information, please provide that information to the Association at the address below.

If you rent, you are responsible to forward the newsletter to your tenants. Thank you.

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